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### Arizona Broadband Development Council Framework

*Prepared by the Arizona Strategic Enterprise Technology Office*

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#### Membership; Appointment; Terms; Meetings

- An Arizona Broadband Development Council (ABDC or Council) is established as a grant-funded, advisory body operating under a self-directed structure.
- The Council consists of the State of Arizona CIO or designee and other advisory members.
- The number of active Council members will be left to the discretion of the State CIO or designee in agreement with the Arizona Strategic Enterprise Technology Office (Agency).
- Gubernatorial appointments are not applicable at this time.
- Appointment nominations shall be made by the State CIO/Designee and/or current council members. Consent of the Agency shall be required for each nominee.
- The following groups/communities are recognized as having importance to Broadband development efforts throughout the state: Public/Private policy developers at local, county, state, and federal levels; Businesses; Private Citizens; Broadband carriers and providers; Tribal organizations; Economic development directors; and Political leaders at all levels of government. The State CIO or designee along with the Agency shall make council membership appointments so that each identified community is represented on the council to every extent possible.
- Membership invitations shall be made so that the seven rural Councils of Government (COG) in Arizona are as equally represented on the Council and in the Council's Task groups as possible. These COGs represent seven rural economic development regions. They are Central Arizona Association of Governments (CAAG), Northern Arizona Council of Governments (NACOG), Central Yavapai Metropolitan Planning Organization (CYMPO), South Eastern Arizona Government Organization (SEAGO), Western Arizona Council of Governments (WACOG), Yuma Metropolitan Planning Organization (YMPO), and Flagstaff Metropolitan Planning Organization (FMPO). There are two urban Councils of Government including Maricopa Association of Governments (MAG) and Pima Association of Governments (PAG). They will also be invited to provide input to the Council (see Appendix A).
- Members shall serve three year terms, or at the will of the State CIO/Designee, or until a replacement is confirmed.
- The Arizona Broadband Development Council shall meet quarterly or on call of the State CIO or Designee who shall serve as chairman.
- Council members are eligible for reimbursement of expenses pursuant to Arizona Revised Statutes title 38, chapter 4, article 2 (see Appendix B).

#### Council; Agency; Report

The Council shall make recommendations to the Agency regarding the development and maintenance of work plans to outline areas of work to be performed and appropriate schedules for at least the following:

- Arizona Statewide Strategic Broadband Plan (SSBP)
- Statewide Broadband Policy
- Geographical Information System (GIS) Broadband Mapping results
- Committees and workgroups, as necessary
- Priorities and essential tasks determined by a task or working group
- Timeline for project activities.
- State government leadership and political subdivisions
- Economic development and tribal subdivisions
- Regional broadband organizations
- National Broadband Plan and national organizations
- Broadband advisory group under the Arizona Telecommunications and Information Council (ATIC)

The Agency:

The ASET Office of the Arizona Department of Administration (ADOA) are to:

- Employ personnel as required with available monies.
- Enter into contracts to assess, develop, and manage broadband development projects.
- Accept grants, fees and other monies for use by the agency and the Council.
- Enter into agreements to carry out the purposes of the Council.
- Request cooperation from any state agency for the purposes of this Council.

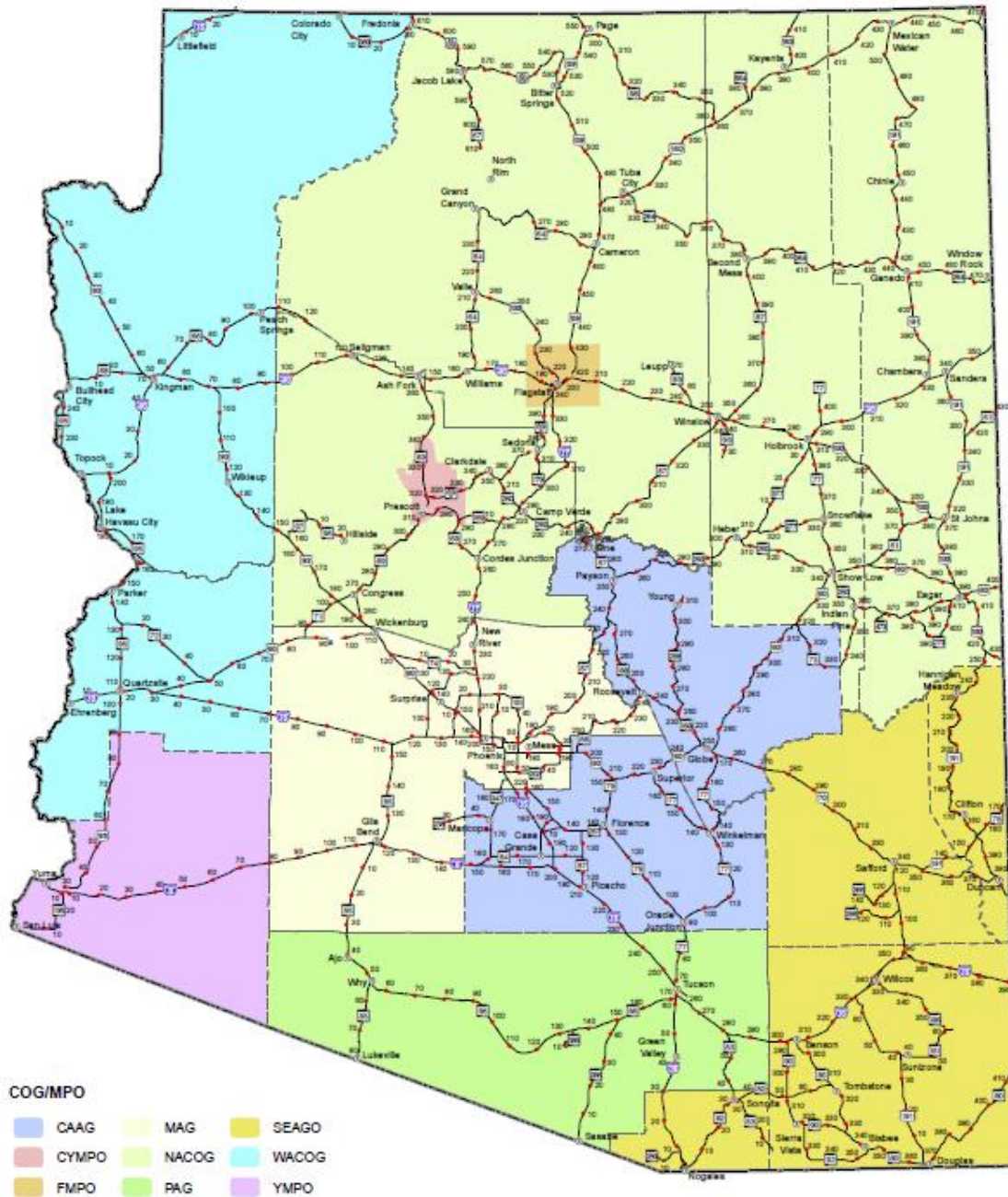
ASET Office plans and duties as they relate to the ABDC:

- Arizona's Broadband Representative
- Planning & Consulting
- Funding & Reporting
- Logistics & Operations
- Stakeholder Engagement & Interactions

Reporting:

The Council shall submit annually a report of its activities and recommendations to the State CIO who will subsequently distribute the report to applicable government and non-government bodies as deemed appropriate.

## Arizona COGs and MPOs



### APPENDIX A

## APPENDIX B

### Arizona Revised Statutes Title 38, Chapter 4, Article 2 (Reimbursement for Expenses)

#### 38-621. Persons eligible to receive travel expenses

A. The provisions of this article shall apply to every public officer, deputy or employee of the state, or of any department, institution or agency thereof, and to a member of any board, commission or other agency of the state when traveling on necessary public business away from his designated post of duty and when issued a proper travel order.

B. The designated post of duty of members of boards, commissions, authorities, councils and committees who are not fulltime employees of the agency served by the board, commission, authority, council or committee shall be deemed to be their place of residence.

#### 38-622. Authorization for travel; claims

A. When the official duties of a public officer, deputy or employee require the public officer, deputy or employee to travel from the public officer's, deputy's or employee's designated post of duty, the public officer, deputy or employee shall be allowed reimbursement of the expenses incurred for that travel.

B. The reimbursement of expenses shall be authorized by travel orders signed by the head of the department or agency, or by a person to whom that authority has been properly delegated.

C. Claims by public officers, deputies, and employees for reimbursement of expenses for transportation, lodging, meals and incidentals and long-term subsistence allowances shall be submitted on forms prescribed by and in the manner required by the department of administration.

#### 38-623. Means of travel; rates

A. Travel by air, railroad or motor vehicle is permitted. Railroad sleeping accommodations shall be considered as transportation, and the cost of railroad sleeping accommodations may be allowed each person traveling. Private conveyance may be allowed for travel inside and outside this state by way of the most direct regularly traveled route computed by highway map or odometer reading when traveling by motor vehicle, or if by airplane, by the most direct air mileage route listed by the civil aeronautics board. Expenses for transportation by private conveyances used for travel outside this state shall be reimbursed at the lesser of either the rate set by the department of administration or air coach fare to the same destination. Travel by rented or chartered motor vehicle or airplane shall be paid at the cost of the travel.

B. When a private conveyance is used outside this state, a transportation expense shall not be allowed as provided for in subsection A, unless authority is delegated in writing by the director of the department of administration, or in the case of a university employee, by the president of the respective university, if the authority is delegated by the governor, or unless otherwise provided by law.

C. When one or more officers, employees or other public agents traveling on official business are transported in the same private conveyance, one mileage only may be allowed.

D. The department of administration shall set rates of reimbursement for state travel by motor vehicle and by airplane as provided in this section. In setting the rates the department of administration shall consider amounts established by the United States internal revenue service as acceptable for income tax purposes without further documentation. No increase or decrease from the current rate established by the department of administration shall be effective until approved by the joint legislative budget committee.

#### 38-624. Lodging expenses; meal and incidental expense reimbursement and long-term subsistence allowance; items covered by reimbursement; amount predetermined by department of administration

A. A state employee while traveling on authorized state business shall be reimbursed for actual lodging expenses incurred not to exceed a predetermined amount pursuant to subsection C. All claims for reimbursement shall be accompanied by lodging expense receipts.

B. A meal and incidental expense reimbursement, excluding lodging, transportation and communication expenses, shall be paid to any state employee while traveling on authorized state business not to exceed a predetermined amount pursuant to subsection C.

C. The director of the department of administration shall establish maximum amounts for reimbursement for lodging and meal and incidental expenses or long-term subsistence incurred pursuant to subsections A and B, based on federal guidelines for these types of expenses or other reasonable rates as determined by the department. The director may change the maximum amounts from time to time and may establish a separate maximum amount for geographical areas of the United States if the director finds that the reasonable cost varies significantly in one or more areas. Maximum amounts established by the director shall be subject to approval by the joint legislative budget committee.

D. The director of the department of administration shall establish in the state accounting manual uniform procedures by which amounts less than the maximum lodging and meal and incidental expense reimbursement amounts may be claimed by a person who is in travel status for less than a full twenty-four hour period or by a person who does not provide lodging receipts. The director of the department of administration shall also establish policies and procedures for the claiming of lodging and meal and incidental expense reimbursements and long-term subsistence allowances by persons temporarily required, for a period of not less than thirty days, to reside away from their primary place of residence. If housing or meals are provided, the reimbursements may be less than, and cannot exceed, the lodging and meal and incidental expense reimbursements provided for pursuant to subsection C.

#### 38-625. Receipts for transportation

Claims which include transportation by common carrier, rented automobiles, trains or airplanes shall not be allowed unless accompanied by receipts, but receipts for transportation by means of local public transportation including taxicabs shall not be required, and such means of local transportation may be allowed and paid for and shall not be considered as regular common carrier transportation.

#### 38-626. Out-of-state travel; approval; exemptions

A. When the official duties or activities of a public officer, deputy or employee of the state or of any department, institution, commission, board or other agency of the state necessitate out-of-state travel, the travel order shall be countersigned by the agency head or by the president of the respective university for its university employees and is authority to pay the claims from any funds available for such travel. The agency head or the university president may delegate the authority to countersign out-of-state travel orders. Except as provided by subsection B, the department of administration shall:

1. Adopt policies and procedures for the approval of out-of-state travel orders.
2. Disseminate these policies and procedures to all agencies.
3. Perform compliance reviews on out-of-state travel orders for compliance with the policies and procedures.
4. Require that all outside travel orders shall be available for public inspection.

B. The Arizona board of regents is responsible for implementing the provisions of subsection A, paragraphs 1, 3 and 4, for the universities under its jurisdiction.

C. The requirements of subsection A shall not apply under the following:

1. When, by the shortest practical routing, travel through an adjoining state is necessary to reach remote areas of this state.
2. When any legislative member, officers and employees of the legislature, the legislative council, joint legislative budget committee members and employees, and other legislative interim committee members are traveling on official business.

#### 38-626.01. Authorization for certain out-of-state travel by state employees

Notwithstanding the provisions of sections 38-626 and 38-627, the agency head, or a person properly delegated by the agency head, may authorize travel of personnel and state equipment under the agency head's jurisdiction into states of the United States adjoining this state.

#### 38-627. Use of state equipment out of state

The agency head or the president of a university may authorize the use of state equipment outside of this state when the agency head or president ascertains in writing that no other means of transportation is available or no service of the type required is provided by existing common carriers or the use of state transportation equipment outside the state will best serve the interests of this state.

PROPOSED